

Welcome to CAREY

Official Student Handbook
2020 // 2021

5920 Iona Drive, Vancouver, BC V6T 1J6
604-225-5920 | 1-844-862-2739 | info@carey-edu.ca | www.carey-edu.ca

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WELCOME TO CAREY

Welcome to your new CAREY home. The staff and faculty of CAREY are pleased that you have chosen to make Carey Hall Residence your home base for the 2020 – 2021 academic year. We are glad to share this time with you and pray that this year will be personally, spiritually, and intellectually enriching.

Carey Theological College provides a Christian residential community for undergraduate students studying at the University of British Columbia and other local college campuses. Our facilities also house faculty, staff, long-term residents and overnight guests.

We believe that living in a Christian community can offer life lessons and friendships that are important to a student's personal development and educational experience. The lessons learned here will be invaluable in a variety of communities throughout life: professional, neighbourhood, church, and beyond.

In order to receive the greatest benefit from this unique opportunity, we ask that you enter this community committed to your own full personal development and prepared to contribute your experience, wisdom and abilities for the welfare of your CAREY community. Each one of you has something invaluable to contribute.

We want to promote a respectful, safe and welcoming community at Carey Theological College. Because we live in a caring community the following guidelines are part of encouraging an enriching residential experience. A positive residential experience requires communication, co-operation and commitment from each resident.

In light of the public health emergency arising from the COVID-19 virus, this year we also have in place additional health and safety measures that you were also made aware through the contractual agreement. We would like to take this opportunity to emphasize again the need for all students to follow the protocols and rules in place. These protocols and rules supersede the content of this Handbook. Please see here for more information: <https://carey-edu.ca/residence-health-safety/>

We look forward to getting to know each of you and sharing life together this year.

Sincerely,

Jon Fung
Dean of Residence

REFERENCE

IMPORTANT PHONE NUMBERS

EMERGENCY NUMBERS

Ambulance	911
Fire	911
Royal Canadian Mounted Police (Emergencies)	911
Royal Canadian Mounted Police (Non emergencies)	604 224 1322

CAREY THEOLOGICAL COLLEGE NUMBERS

Carey Theological College Front Desk	604-225-5920
Carey Theological College Fax	604-224-5014
Housekeeping	Contact Front Desk
Dean of Residence	647 896 6055
Maintenance	https://cutt.ly/careyrequest
Building emergencies outside of office hours	Dial 101 on outside intercom
Grant access to visitor on intercom	Dial 8 on phone

Within Carey Theological College the 604-225 prefix need not be dialed

UNIVERSITY CHRISTIAN CAMPUS CLUBS

UBC Association of Christian Clubs	www.localprayers.com/CA/Vancouver/ 1485478158440066/Association-of- Christian-Clubs-at-UBC
Ambassadors for Jesus	www.afccanada.org
Born for More	www.bornformore.wordpress.com
Catholic Christian Outreach	www.cco.ca/projects/cco-vancouver
Inter Varsity Christian Fellowship	www.ivcf.ca
Power to Change	www.p2c.com/students/
University Christian Ministry	www.joinuicm.org

UBC CHAPLAINS' ASSOCIATION

www.chaplains.students.ubc.ca

CHURCHES ON THE UNIVERSITY ENDOWMENT LANDS

<i>Sojourn Church (Anglican)</i>	604-505-9992
5375 University Blvd		
<i>St. Anselm's (Anglican)</i>	604-224-1410
5210 University Blvd.		
<i>St. Mark's (Roman Catholic)</i>	604-822-0261
5935 Iona Drive		
<i>University Hill (United)</i>	604-822-0638
6030 Chancellor Blvd		
(VST Epiphany Chapel)		
<i>University Chapel</i>	604-222-0800
(Non-denominational, Christian)		
5375 University Blvd		
<i>Tenth Church- UBC Point Grey Site</i>	604-876-2181
(Non-denominational, Christian)		
2260 West Mall (CIRS Building at UBC)		

LOCAL BAPTIST CHURCHES

<i>Fairview Baptist Church</i>	604-731-3211
1708 16 th Ave W		
<i>First Baptist Church</i>	604-683-8441
969 Burrard Street		
<i>Grandview Calvary Baptist Church</i>	604-255-1411
1803 1 st Ave E		
<i>Kitsilano Christian Community</i>	604-737-0169
1708 W 16 th Avenue W		
<i>Vancouver Chinese Baptist Church</i>	604-325-6314
7474 Culloden St		
<i>Ward Memorial Baptist Church</i>	604-255-3949
465 Kamloops Street		
<i>West Point Grey Baptist Church</i>	604-228-9747
4509 11 th Ave W		

DATES TO REMEMBER

August 1	Term 1 fees and Security deposit due
September 2	Residence open
December 1	Term 2 fees due
Two days after last Term 1 exam	Last Term 1 day with hot meals
Two days after last Term 2 exam or last day of April	Last Day of Residence

MANAGEMENT and SUPPORT STRUCTURES

FRONT DESK

Front Desk office hours are:

Monday through Friday	7:00 a.m. to 8:00 p.m.
Saturday to Sunday, Holidays	8:00 a.m. to 8:00 p.m.

Front Desk will:

- Deliver mail to your mailbox and keep packages for you
- Provide access cards to units and mailbox keys
- Collect payments of fees and charges
- Provide photocopying and email services to student residents on a fee basis (Email: info@carey-edu.ca)
- Co-ordinate residential security through the Facilities Supervisor
- Providing information on residence facilities and services
- Conducting incoming and outgoing inspections
- Assisting in the event of an emergency

*Please note that Front Desk does not provide concierge service for residents.
Please provide your guests with complete directions to contact you.*

DEAN OF RESIDENCE AND RESIDENT ASSISTANT

The Dean of Residence's role is to support students on their life journey and foster an environment that is safe, pleasant, and conducive to learning. It is the responsibility of the Dean of Residence to ensure that the students are cared for, connected and have a place to turn in times of crisis, trouble or simply when they need someone to listen and from whom to gain wisdom.

The Dean of Residence is responsible for:

- Providing community leadership and pastoral care
- Ensuring that the community at CAREY is healthy and thriving
- Overseeing residence standards

Resident Assistants serve our community as relational and spiritual leaders. Together with the Dean, they pray for Carey, grow as leaders, invest in the growth of the community, and work to make changes in the way our residence operates. RA's build intentional relationships with fellow students, develop events to meet their needs, and demonstrate healthy community living.

HOUSEKEEPING

As a resident, it is your responsibility to clean your unit and to maintain the common areas. There is no garbage disposal in either lounge. It is your responsibility to dispose of your own garbage. For instructions, see "Garbage and Recycling". **Vacuums** are available and stored in the 3rd floor laundry room. Please use the Sign-Out Sheet in the laundry room and return the vacuum **immediately after each use** as a courtesy to others. If you see a hazard in a common area that you are unable to clean up, please contact the Front Desk directly.

CLEANING SERVICES

If you request to have housekeeping services for your unit, you must tidy your unit prior to the scheduled cleaning day and time. Housekeeping will clean the bathroom, mop the floors, dust and vacuum your unit. To obtain this service, please request at the Front Desk. The hourly rate of this service is \$45.00. The minimum charge is one hour.

MAINTENANCE

Carey Theological College has an onsite Facilities Coordinator and access to trades people who make needed repairs. Except for changing light bulbs and unclogging your toilet, if something in your unit or a common area needs repairs, **do not attempt to fix it yourself**. Please send a maintenance request to <https://cutt.ly/careyrequest>. By sending the request, you are giving Carey the permission to enter your unit, if necessary, to fix the problem.

LIVING AT CAREY

SPECIAL NOTICE Due to public health emergency arising from the COVID-19 virus, current health and safety protocols and rules supersede Handbook instructions. Notices of protocols and rules may be given through, but not limited to, physical signages, email updates, verbally by Carey staff or on the webpage: <https://carey-edu.ca/residence-health-safety/>.

ARRIVAL PROCEDURES

Upon arrival, a Carey representative will confirm your unit assignment, your designated phone number and, if applicable, your assigned underground parking space and/or bike tags. You will also obtain the keycard and mailbox key to your unit. If you would prefer to have a key to lock your desk drawer, please request one upon check-in. Complimentary parking is available in Carey Theological College's parking lot while you unload.

Carey Theological College provides storage for bicycles located at the P level

Obtain a bicycle tag from Front Desk and attach it to your bicycle upon your arrival. Bicycles found without tags may be removed and disposed of.

When you check in, a Carey representative will complete the incoming inspection checklist section of Carey Student Residence Agreement, and each resident will be requested to sign this checklist (Unit Condition Checklist).

DEPARTURE PROCEDURES

Please ensure that your unit is cleaned, and all personal property must be removed by your designated checkout time and date. All room keycards, mailbox key, bike room key, desk key must be returned to the Dean of Residence on departure.

When you check out, the Dean of Residence will complete the outing section of the Unit Condition Checklist of the Agreement. You will be required to sign this checklist. If you have rented a designated parking stall, it will also be assessed for damage (including oil leaks). If any damage is noted, you will be responsible for the cost of maintenance and repair.

SECURITY DEPOSITS

Security deposits will be refunded after deducting any outstanding fees and charges.

If there are any additional assessments over the period of the resident's stay, Carey Theological College may deduct these assessments from the security deposit. The resident is responsible for replenishing the security deposit at its full amount whenever there is a reduction. Security deposits are transferred over to resident's next tenancy period if they decide to return for the following academic year

Upon check-out, if any damage is noted in the Unit Condition Checklist, the resident will be assessed for those damages. If the amount of the damage is less than the security deposit, the remainder of that security deposit will be released to the resident. However, if the damage assessed exceeds the amount of the security deposit, the resident is responsible for the exceeded amount.

Fees for lost or damaged keys:

Prox card	\$30	Bike room key	\$15
Mailbox key	\$20	Bike tag	\$5
		Issuing 4th key card	\$20

YOUR UNIT

Furniture is included with your residence as follows:

Room amenities

Closet and 3-drawer dresser - no hangers

Desk, desk lamp, chair, floor lamp

Hanging shelf

Stripped bed with queen-sized mattress and 1 pillow

Curtains - bath curtain, window blinds

Phone with own phone line for local calling

UBC Ethernet wire connection

Carey guest WiFi connection

*Mini fridge - additional fee applies

* TV with cable - additional fee applies

The furniture is the property of Carey Theological College and may not be remodeled or removed from the unit. Each unit has its own ensuite bathroom with either a tub or a shower. Ventilation is always turned on automatically

Residents may place extra personal furnishings in their units, all of which must be non-marking. Carey Theological College does not provide furniture storage space.

You are responsible for bringing your own linens.

Essential and suggested items to bring

Bed linen and blanket

Bathroom toiletries and linen

Clothes hangers

Laundry bag and detergent

Sewing kit

Emergency kit

Ethernet cable (for stronger Internet)

Internet router

Alarm clock

Headphones

Water kettle, coffee maker

Extension cord

Power bar and surge protector

Lamp - no halogen bulb

Pillow, bedspread, and blanket may be borrowed from Carey at a charge.

Common area furnishings must always remain in the common area. Please do not move any common area furnishings to your unit or to any other common area.

Light bulbs can be obtained by requesting it at the Front Desk during office hours.

Residents are responsible for the cleanliness of their own units.

APPLIANCES

Small refrigerators (under counter size) and kettles with an auto off function, approved by the Dean of Residence, are allowed in your unit. Residents are NOT to place any other appliances into their units. **Restricted appliances** include but are not limited to microwaves, ovens, stoves, air conditioners, dishwashers, barbeques, washing machines or clothes dryers. Some appliances can cause fire hazards and could affect Carey Theological College's insurance coverage, which would be a violation of the Agreement.

INSURANCE

Carey Theological College is not responsible for the residents' personal belongings that are stolen or damaged. Please ensure you have appropriate tenancy insurance for your belongings.

Carey requires the Resident to maintain at least \$1 million liability insurance coverage for damages caused by the Resident with the Operator named as a beneficiary.

KEYCARDS

Carey Theological College locks are on an electronic locking system that requires the use of a keycard. You will be given two keycards when you check in. Please ensure the keycard is kept away from magnets or gadgets with magnets as they will demagnetize the card (especially mobile phones). Keycards are the resident's responsibility and must not be loaned to others.

Keycards are the property of Carey Theological College and must be returned in the same condition as they were issued.

Lost/Stolen Key cards

If you lose your keycard, please report it immediately to Front Desk during business hours or to building coverage after hours/weekends. Carey Theological College can deactivate the lost/stolen card and re-issue a new one, which will ensure all residents' safety.

ACCESS PROX CARDS

A separate access prox card for the underground parking gate is required for all residents who have an underground parking stall or a bicycle in the underground parking. The prox cards are the property of Carey Theological College and must be returned in the same condition they are given out. Please do not alter or damage the cards in any way. There is \$30 fee for any lost or damaged prox card.

MAIL

You will be provided with a secured mailbox with a key. The mailbox number corresponds with your unit number. Please quote this number on all of your correspondence.

Mailing address for residents:

Resident's Name
Room # ____ - 5920 Iona Drive
Vancouver, BC, V6T 1J6

Outgoing Canada Post and Campus mail with correct postage can be left at Front Desk, or you may use a Canada Post Office located at University Pharmacy in Western Parkway. UBC Campus Mail picks up and delivers mail in the morning during business days. Please note that incoming/outgoing mail to/from the University Endowment Lands can take up to an extra two business days to process

COURIERS AND DELIVERIES

Front Desk can sign for any packages that are delivered by courier. Any after-hours delivery is the responsibility of the resident who placed the order, so please meet your delivery at the building entrance. As with mail, Canada Post packages incoming/outgoing to/from the University Endowment Lands can take up to an extra two business days to process

NOT PERMITTED AT CAREY THEOLOGICAL COLLEGE

Halogen Lamps and Candles

These are not permitted because of fire risk.

Pests

Residents are expected to take steps to prevent infestations of pests or insects. Please keep your unit clean and dispose of garbage to deny pests opportunities to feed. If you do have a pest problem, please contact the Facilities Supervisor as soon as you are aware of the problem.

Pets

Pets are not permitted at Carey Theological College, except for guide dogs for the Resident or his/her visitors with the written consent of Carey.

Windows and Walls

Residents are not to hang curtains, blankets, flags, signage, clothing, laundry, lights or anything else from the windows, railings or walls of the resident's unit or any other part of Carey Theological College.

Graffiti

Residents who participate in graffiti of any kind at Carey Theological College will be fined a minimum of \$500.00.

BUILDING ALTERATIONS

Please do not paint, put up wallpaper or otherwise change the walls or any of the fixtures provided. Any alterations you make will affect your Unit Condition Checklist, and any damage or changes will be assessed and deducted from your security deposit.

For your safety:

1. Do not disturb or hang things from the fire safety sprinkler heads.

2. Do not cover or disconnect the smoke or heat detector.

If either of these devices malfunctions, report it to maintenance@carey-edu.ca or inform the front desk immediately.

POSTER AND PICTURE HANGERS

To limit damage to your walls, please do not use [nails](#), [screws](#), [hooks](#), [glue-on hangers](#), [sticky tack](#), or [tape on your walls](#). Please only use 3M wall hooks or something of reliable equivalence so as to avoid leaving any trace on the wall. Damage to walls may result in the deduction in the security deposit. If marks are present before your incoming inspection, ensure that these are noted to avoid possible payment via your security deposit.

TECHNOLOGY

To protect your electronic devices, Carey Theological College recommends the use of a surge protector, not solely a power bar. It is also recommended that residents limit the number of devices plugged into one outlet.

TELEPHONES

All units are equipped with a telephone line and a phone. Please ensure that you give this number to those who want to contact you, as there is no switchboard service at Carey Theological College. Always press 9 first to dial out and make external phone calls.

VOICE MAIL

Voice mail can be activated from your phone by pressing * + 8 . A voice prompt will provide step-by-step instructions for setting up and accessing your voice mail.

LONG DISTANCE CALLS

Long distance service is not included with your telephone service. If you need to make long distance telephone calls, you must purchase a long-distance phone card. Long distance phone-cards may be purchased online or at most convenience stores.

ENTRY PHONES

Carey Theological College entry phone system is located at the main entrance on the West side of the building. By pressing your unit number on the entry phone, your guests will be able to contact you through the phone line. To admit guests into the building, press 8 on your telephone keypad. Please give your unit number to anyone you wish to visit you as Front Desk cannot divulge this information.

If you are using the phone when a guest is trying to gain entry, a tone will indicate that someone is calling you from the entry phone. Press flash and you will place your first caller on hold while you speak with the person at the entry phone. When you have finished speaking with the person at the entry phone (and have pressed 8 to give them admittance), press “flash” again and resume your conversation. For your safety and the safety of others, only admit people you know and are coming to visit you.

INTERNET SERVICE

All units have a high speed internet connection through UBC’s ResNet, accessible via Ethernet cable only. Please bring your own Ethernet cable to connect. For issues with connection, please phone UBC IT at 604-822-2008 during their office hours.

Complimentary Wi-Fi coverage is available at Carey Theological College through Carey Guest, or for a fee of \$5/month for Carey Premium Wi-Fi coverage. Please refer to the notice in the hallways for the updated SSID and password for Carey Guest Wi-Fi.

SMOKING POLICY

The Carey Theological College, like all UBC buildings, is a smoke free environment. Smoking is not allowed at the premises of Carey Theological College, including within 20 meters of the doorways and windows, the grounds and the parking areas.

ALCOHOL

Alcohol is not to be stored or consumed by any student resident or their guests. A written warning will be issued for first offence. Subsequent offences will be subject to \$100.00 fine and disciplinary measures from the Dean of Residence appropriate to the severity of the offense.

DISABLED ACCESSIBILITY

Carey Theological College has two units available September through April that are designated for wheelchair accessibility.

CAREY THEOLOGICAL COLLEGE FACILITIES

STUDENT LOUNGES

Carey Theological College has the following common areas for the exclusive use of the residents:

Resident Student Lounge	3 rd floor
Resident Study Room	4 th floor

Residents are responsible for ensuring the tidiness and cleanliness of these common areas. As a courtesy to others, please clean up after yourself and do not leave garbage lying around. Housekeeping is responsible only for vacuuming on a weekly basis. Any items left in the lounges for an excessive period of time are subject to removal and disposal without notice. Lounges can be booked on a case to case basis strictly for residential events, not external clubs. Lounges are also a safe space for everyone and any activity carried out in these areas should be accessible to all and not cause any one resident discomfort

LAUNDRY/ VACUUM FACILITIES

If you live close to Carey Theological College and go home on weekends, you may want to take your laundry home. If you need to do your laundry at Carey, the coin operated washers and dryers are available on the 3rd floor laundry room for \$1.50 (washer) and \$1.25 (dryer) per cycle. Access to the laundry room is restricted to before 10 pm and after 7 am. Please provide your own detergent. Front Desk also provides laundry detergent at a cost. Also, please wash your shower curtain at least once a month.

A vacuum is located in the laundry room for your common use.

COMMON REFRIGERATOR

Please label your items with your unit number and date in the common fridge on the 3rd floor laundry room and throw away items that are expired. Unlabeled or expired food will be thrown out once a week.

BICYCLES AND BICYCLE STORAGE

Bicycle racks are provided in the underground parking lot. All bicycles must be registered with Front Desk and properly tagged. Please do not block access to the bike racks in any way (i.e.

placing your bike against the walls). Lock your bike to the storage rack. Carey Theological College is not responsible for any damaged or stolen bicycles.

Under no circumstances are bicycles to be taken up to or stored in your unit. If you must, you may store your quick release wheel and your seat in your unit, but you are responsible for any damage caused to walls and carpets in hallways and in your unit.

ROLLER BLADES, SKATEBOARDS, ETC.

Roller blades, skateboards and other sports equipment are prohibited from being used anywhere inside Carey Theological College. This equipment may be stored in a resident's unit **with Dean of Residence's approval** but please note that the resident is responsible for any damage that this may cause. Scuffing of walls or staining of carpet will affect your security deposit.

GARBAGE AND RECYCLING

The garbage bins and recycling are found in the underground parking lot

Recycling bins are provided for the following:

Mixed paper

I.e. Cereal boxes, office paper, newspaper; do not include any coated paper, or documents with metal (staples) or glue or corrugated cardboard

Containers

Metal, plastic and glass. Please clean all containers before recycling and remove paper from cans. Paper contaminated with food (i.e. pizza boxes and coffee cups) is not recyclable

ATTIRE IN FACILITIES

For sanitary reasons, please wear shoes or slippers at all times in all common areas outside of your room. Pajamas, housecoats, and all sleepwear are not to be worn in the Cafeteria or lobby areas.

FOOD SERVICES

All meals are included in the residence fees. Please be prepared to show your keycard as proof of your residence.

The Cafeteria is open seven days a week and food services are available at the following designated mealtimes.

Meals	Monday to Friday	Saturday and Sunday
Hot Breakfast	7:30am-9:00am	8am-9:30am
Continental Breakfast	7:30am-9:00am	None
Lunch	12:00pm-1:00pm	12:00pm-1:00pm
Dinner	5:30pm-6:30pm	5:30pm-6:30pm

CAREY CAFÉ CONDUCT

Residents are expected to act with respect and decorum at all times.

Residents are not to remove dining utensils from the Café, including taking utensils to their room. For each offense, there will be a fine of \$5.00.

At Carey Cafeteria, the hot food is plated for you by the kitchen staff while you serve yourself drinks and salad, etc. Self-served style does not mean all you can eat. While students are expected to take a reasonable portion for one person, second helpings of food is possible after the majority has been served. To do our part in proper disposal of food waste, any food unfinished should be thrown outside in the compost bin outside the cafe

SPECIAL DINING CIRCUMSTANCES:

DIET

Special diets will be considered but not guaranteed. Please communicate with Front Desk staff concerning your special dietary needs.

BAG LUNCH/LATE DINNER

Bag/late lunches and late dinners will be provided for residents upon request. Please note that the kitchen requires a minimum 24-hour notice. The sign-up sheet is located next to the kitchen door.

GUEST DINING

You are welcome to invite your guests to join you for a meal. Please purchase a meal ticket from Front Desk during office hours prior to meals. If your guest will be staying for a meal(s) but will not be arriving until after the Front Desk is closed, please buy the required meal tickets ahead of time.

PARKING

Limited above ground parking is available for \$440/term. To acquire a parking space please specify upon move-in. If you decide to add this service after registration, please contact Front Desk.

Your parking permit must be prominently displayed on the dashboard. Since permits are issued to a specific vehicle and operator, they are not transferable. If you change vehicles, please notify Front Desk of this change immediately.

Carey assumes no responsibility for loss or damage through fire, theft, collision or otherwise, to the vehicle or its contents.

Residents with monthly underground parking must use designated parking spaces only. For security reasons, please ensure that the gate closes behind you when you enter and leave the underground parking garage. Only one car should go through the gate at one time.

You are responsible for the condition of your parking stall. If your vehicle is leaking fluid it must be repaired immediately. Vehicle fluids are caustic and will degrade the membrane or the parking garage. Please note that no repairs or maintenance of vehicles is permitted in the underground parking.

TOWING

If you have discovered that someone has parked in your assigned space, please contact Front Desk during office hours. Vehicles found parked without a valid parking permit or parked in someone else's assigned space will be towed at the owner's expense.

PICK-UP/DROP OFF OR LOAD/UNLOAD AREA

Parking for loading and unloading within 15 minutes is free. Vehicles that are parked for more than 15 minutes will be towed at the owner's expense.

PARKING FOR PEOPLE WITH DISABILITIES

Parking stalls for those with a disability are located at the main entrance on the west side of the building. Residents who hold a valid "disabled person" parking permit may request assignment to one of the available disabled person parking stalls.

GUESTS

Guests are welcome at Carey Theological College. Residents are responsible for the behaviour of their guests, including financial responsibility for any damages caused by their guests. The residents must accompany their guests at all times.

CLUBS

Residents interested in starting a club may register with the Resident Assistants. Registered clubs consist of five people or more may book a complimentary meeting venue at Carey Theological College.

OVERNIGHT GUESTS

Due to fire escape regulations and in case of emergencies, prior approval by Front Desk is required if you wish to have an overnight guest. Subject to availability, residents may borrow a portable mattress at no charge. If bed linens are required, there will be a charge.

No student can have overnight guest for more than 4 nights in any given months. No person may be the guest of more than one resident in succession. Residents are not allowed to have overnight guests of the opposite sex/gender with the exception of immediate family members.

SHORT-TERM GUEST ACCOMMODATION

Short stay guestrooms are fully furnished with queen or single size bed(s), linens, desk and chair. For more information, please visit our website at accommodations.carey-edu.ca.

GUEST PARKING

Valid parking permit must be displayed at all time while parked at Carey. Parking permit can be purchased from Front Desk during office hours. A limited number of temporary guest parking permits are available from the Dean of Residence as well as Resident Assistant when the office is closed. Vehicles without a properly displayed parking permit will be towed at the owner's expense.

COMMUNITY STANDARDS

SPECIAL NOTICE Due to public health emergency arising from the COVID-19 virus, current health and safety protocols and rules supersede Handbook instructions. Notices of protocols and rules may be given through, but not limited to, physical signages, email updates, verbally by Carey staff or on the webpage: <https://carey-edu.ca/residence-health-safety/>.

ETIQUETTE, NEIGHBOURS, AND HARMONY

At Carey Theological College, it is expected that residents will be good neighbours.

We believe that an environment of mutual respect and communication, cooperation, compromise, and understanding will be fostered. Please respect others' values, beliefs, and cultural differences as well as their need for privacy and quiet. Watching out for your neighbours and their belongings is greatly appreciated. Common areas are to be shared by all and should be left in even better condition than you found them.

NOISE

Residents are expected to show consideration for their neighbours within the building and the surrounding area at all times. If someone asks you to be quiet, please respect that person's wish and reduce your noise level.

Normal Quiet Hours are from 10:00 pm to 7:00 am. During final exams, quiet hours are from 8:00 pm to 8:00 am.

During Quiet Hours:

- Keep Video Game/TV noise to a minimum
- Consider your neighbours when in your own unit
- Keep noise and conversation to a minimum when you are in your unit, hallways, entryways. During quiet hours, this expectation extends to lounges

What to do if another resident's noise bothers you?

Initially direct your complaints about noise to the resident in question. If the problem persists, please contact the Resident Assistants or the Dean of Residence.

Carey Theological College reserves the right to make necessary changes in unit occupancies in order to maintain a pleasant environment.

OVERALL BEHAVIOUR

Carey strives to be a safe place where residents recognize and pursue a higher standard of community living. Community living means that we foster a place where we respect each other and not insist on imposing any one person's individual beliefs on the community. It means that we are responsible to conduct ourselves in a way that builds a stronger community even if it sometimes means laying aside our perceived rights.

In any tight-knit community such as a dormitory residence, there is a high probability that the greater community knows and becomes affected by how you conduct yourself both in public and private. Carey's role is not to police your conduct but our sincere desire is to prepare students to live in wise and respectful relationships and to behave appropriately in social situations. As you enter into community living with your fellow residents, Dean of Residence, Carey staff and faculty, other long-term and short-term accommodation guests at Carey and Carey visitors, we strongly encourage you to consider the behavioral choices you make. Community living means that with the right to make choices comes the responsibility to accept sincere and genuine discussions from those with whom you live in community to openly discuss the choices that you make.

Many of your dorm mates and their parents/guardians chose Carey because we encourage biblical teachings regarding sexual conduct, relationships, alcohol consumption as well as Christian ideals in areas such as pornography and public conduct. We ask that you consider these things as you carry out your day-to-day living in community at Carey. If you are unsure about what is appropriate, please seek advice from the Dean of Residence or others whom you trust.

Please be aware that when you are outside of your unit, short-term accommodation guests, visitors and other people outside of your circle of fellow residents are sharing the facilities and having meals. Please be respectful and conduct yourselves in a way that contributes to a welcoming, comfortable atmosphere for everyone.

BIBLE STUDIES, PRAYER GROUPS AND STUDY GROUPS

Bible study and prayer groups are encouraged but should not interfere with other residents' need for privacy and quiet. Please register these groups with Resident Assistants, and they can assist with booking classroom or facility use.

SAFE COMMUNITY

For Carey Theological College to be a safe community, the following restrictions exist:

- Sexual harassment and discrimination will not be tolerated.

- Doors are not to be propped open.
- Never let strangers into the building.
- Confirm entry phone calls before buzzing open doors.
- Do not lend out your keycard to anyone.
- Possession of ANY weapon, firearm, ammunition or any type of knife is prohibited including but not limited to firearms, air guns, crossbows, slingshots, hunting knives and blades.
- Possession of fireworks or firecrackers is prohibited.
- Residents shall keep their units locked at all times to avoid thievery and assault.
- No one is allowed on rooftops or in mechanical rooms.
- Prohibited and restricted areas must be respected at all times. Since Carey Theological College is a multifunction building, there are areas where access will be restricted at certain times.
- Access to residential facilities is limited to residents and their invited guests.
- Approved individuals may access underground parking 24 hours a day, 7 days a week.
- The bicycle storage area is restricted to approved residents.
- Any activity that is considered dangerous or potentially harmful to any person, including those engaging in the activity is prohibited. This includes but is not limited to playing games or sports in residences, hallways, or common areas, and throwing, dropping or kicking objects.
- Accessing or assisting in accessing the roof is strictly prohibited and is subject to a \$100 fine.
- Illegal activity of any kind will not be tolerated and may result in eviction and referral to the police. Examples include but are not limited to:
 - Unauthorized entry into any other resident's unit
 - Possession of any item associated with the possession, use or trafficking of illegal drugs; and
 - Tampering with or mishandling fire alarms, fire extinguishers, elevators or other safety equipment.

Violations of these security measures will result in fine, disciplinary action, or eviction.

DISCRIMINATION AND HARASSMENT

Carey seeks to be a community in which students, faculty and staff can grow together, free from discrimination and harassment. We are identified by our commitment to Jesus Christ and to the Scriptures which make Him known. Our purpose is that the members of Carey lead exemplary and honourable lives, consistent with and faithful to this revelation; so it is that we seek to love, honour, serve, guide and, where we have failed, seek to be made right with one another. We acknowledge that we sometimes fail to live up to the high ideals upon which we claim to rest. Relationships may be fractured through acts or attitudes that intentionally or unintentionally cause hurt. Discrimination and harassment, including sexual harassment, are two of many possible ways in which this sense of Christian community may be betrayed.

The commitment of Carey to all its members is to ensure that no form of sexual harassment or discrimination be tolerated. Anyone who believes that he or she has been subjected to comment or conduct which might constitute discrimination or harassment should report it to the Dean of Residence.

SAFE STEPS TO REPORT MISTREATMENT

If you believe that you have been mistreated in anyway, please contact either one of the Resident Assistants or the Dean of Residence. We care about your safety and health and want Carey to be a secure place for all who live here.

If you feel you are not able to speak candidly to the Dean of Residence or if you believe another person is more appropriate, you may approach a Vice President and/or the President of Carey. This line of communication is to ensure that you always have a contact at Carey with which to have your concerns addressed.

DISCIPLINE

Carey is committed to walking alongside its student residents to resolve behavior that is a detriment to a healthy and safe community life. For many behavioral issues, Carey's preferred approach is to speak with the individual in private and make every attempt to resolve the matter based on mutual agreement. Depending on the severity, gravity and/or repetitiveness of such behavior, the consequences may be formal disciplinary action. Discipline may come in various forms including but not limited to fines, removal of privileges, and/or eviction. For minor issues, the Dean of Residence may enforce disciplinary action. For issues of greater severity, a committee of at least three members that include Carey management will enforce disciplinary action with the goal of enforcing a fair and balanced approach. No matter what form disciplinary action may take, Carey's goal is to not to be punitive, but to guide behavior that builds a strong and safe community and that builds the student's self-esteem and confidence in building strong and healthy relationships.

SAFETY AND EMERGENCY

SPECIAL NOTICE Due to public health emergency arising from the COVID-19 virus, current health and safety protocols and rules supersede Handbook instructions. Notices of protocols and rules may be given through, but not limited to, physical signages, email updates, verbally by Carey staff or on the webpage: <https://carey-edu.ca/residence-health-safety/>.

PERSONAL SECURITY ON CAMPUS

Be aware that campus is not exempt from crime. The more aware you are the better able you are to ensure a safe living area for yourself and your neighbors.

The UBC campus is home to many laptop computers, valuable stereo and electronic equipment, bikes, and other items to tempt thieves. Please lock your units whenever you leave.

As a resident, you assume part of the responsibility for everyone's security by closing and locking doors and by not losing or loaning your keycard to others. Please do not open your door to anyone you do not know or prop open or leave ajar any entrances to our buildings. Please ensure that the underground parking gate closes behind you.

Do not walk home alone after dusk.

Be careful where you walk and avoid unlit areas. There are several safe ways for you to travel on campus:

Contact AMS SafeWalk

Safewalk is a transportation service that will accompany students, staff and visitors who feel unsafe walking alone, across campus. The primary goal of Safewalk is to allow safe travel from one location to another with a greater sense of security.

For a safe walk after dark and before 2:00 AM:

- Call 604 822 5355
- Use a UBC Blue Phone and ask for Safewalk
- Approach any Safewalk Team member
- Drop by the SafeWalk office at the NEST 1314
- SafeWalk has the right to refuse you if you are intoxicated

Leaving campus after 2 am? Campus Security can accompany you across campus. Call 604.822.2222 for assistance.

Campus Security Information

Phone: 604-822-2222 (24/7).

Campus Security Patrol Officer will be available to drive you to your campus destination, depending on demand. (Phone: 604-822-2222)

FIRE SAFETY

In case of fire, activate the nearest fire alarm, leave the immediate area, and telephone 911. False fire alarms may occur but to ensure your safety, all alarms will be considered real until proven otherwise.

When the alarm sounds, vacate the building safely and quickly, closing doors behind you. Closed doors are effective in keeping out smoke and fire.

If there is smoke in the corridor, get down on the floor where the freshest air is found, and crawl out.

In case of fire use the stairs. Do NOT use the elevators. Calmly walk – do not run. Use the handrails as you descend.

Individuals who cannot safely negotiate stairs should proceed to the nearest stairwell landing and wait for a fire fighter to attend to them. If you or your guests have mobility or agility disabilities, make sure to familiarize yourself with the locations of these areas.

Carey Theological College asks all residents to look out for others. If you see someone in need of help, and you can safely do so, please stop and assist them.

Once outside, please move away from the entrance and gather on the west side parking lot of the building to allow emergency crews free access to the main entrance.

Any items that could impede exit in the case of a fire are not to be left in the common areas, walkways, or stairwells of any building.

Do not re-enter the building until the Fire Department or appropriate designate grants permission.

Familiarize yourself with locations of emergency exits and fire extinguishers. Fire extinguishers are located at each entrance and on each floor near the elevator and at the north end of the hallway. There are emergency fire instructions on the inside of each unit door.

POINTERS ON PREVENTING FIRES

Lamps must be placed clear of flammable materials such as posters, bedding, curtains, plastic, or stuffed toys. Nothing should ever be placed over a lamp to dry. Due to the fire hazard, halogen lamps, candles, incense, oil, scent or open flame of any kind are prohibited at Carey Theological College. Smoke detectors in rooms should NEVER be covered up or disabled

EARTHQUAKE PREPAREDNESS

Minimize hazards by keeping heavy objects and sharp or pointed items from high shelves. Keep areas behind doors clear of bookshelves and heavy furniture to prevent door being blocked.

DURING AN EARTHQUAKE

A. IF INSIDE

Avoid hazards

- Resist the urge to run. Do not leave the building as danger from falling debris is greater.
- Do not use elevators
- Move away from windows, glass partitions, and potential falling objects

Take cover

- Duck under a sturdy desk or table, crawl underneath a bed, or brace yourself with your back against an inside wall, away from glass windows.
- Protect your head and neck from falling debris by covering them with one arm.
- Hold on to furniture
- In a wheelchair, lock wheels and duck as low as possible. Use anything to protect your head and neck.
- In a crowded place, avoid getting trampled.
- In an elevator, stay and wait for assistance

B. IF OUTSIDE

Avoid hazards

- Move away from buildings, trees and power lines
- **Do not re-enter** buildings

AFTER AN EARTHQUAKE

Stay Safe

- Stay calm. Assess your surroundings.

- Check for injuries, gas leaks, and fires. Do not turn on lights or light matches until you are sure there are no gas leaks. Extinguish open flames.
- Be prepared for aftershocks. Move to a safe area in building interior or outside.

Do Not Re-Enter

- Do not re-enter damaged buildings. Evacuate the building if there is major structural damage or fire hazard.

Provide Aid

- Give first aid to injured persons.
- Do not move victims unless absolutely necessary.
- Report hazards to emergency personnel.

Follow Instructions

- Replace telephone handsets (hang up all phones)
- Open phone lines put a strain on the system and interfere with emergency communication.
- Do not leave the area or return home until authorities say it is safe to do so
 - This could take up to 72 hours.

COVID-19 DAILY SELF-ASSESSMENT

Please conduct this mandatory precautionary exercise before leaving your room for the day — it takes less than a minute!

<https://bc.thrive.health/covid19/en>



Carey reserves the right to amend or change the content of the Carey Student Resident's Handbook at any time, as needed, for the benefit of the community. It is your responsibility to stay up to date with the most recent version of the handbook.

If disagreement appears between the Carey Student Residence Agreement ("Agreement") and the Carey Student Resident's Handbook, the terms and conditions of the Agreement, inclusive of the Covid-19 provision included in the Agreement, shall prevail.
